

Huron County Airport Authority
Tentative Agenda
For Regular Meeting, Monday, May 09, 2016 – 5:00pm

Call Meeting to Order:

Roll Call: Harry Brady _____
 Melissa James _____
 Randy Birchfield _____

Guest:

Motion to Excuse:

Approval of Minutes from Regular Meeting: April 11, 2016

Operational and Financial Report:

April 2016 Fuel Sales:

AVGas: \$2,816.40	Gallons: 628.66
Jet A: -0-	Gallons: -0-

Approval of April 30, 2016 Financials

As of April 30, 2016

Cash in Bank:	\$ 34,749.77
Net Income YTD:	\$ 58,461.82
Total Expenses YTD:	\$ 67,272.17
Net Income/ Loss YTD:	\$ (8,810.35)

Approval to Pay Invoices: \$ 6,036.08

Old Business:

New Business:

Resolution #2016-01 Authorizing \$ 130,373.00 Apron Rehabilitation Grant
Resolution #2016-02 Authorizing \$ 16,000.00 5% Matching FAA AIP Grant Application

Date of Next Meeting:

Monday, June 13, 2016 @ 5:00pm

Public Comments:

Adjournment:

Huron County Airport Authority
Regular Meeting Minutes, April 11, 2016

1. Harry Brady called the meeting to order

2. **Roll Call**

Members Present: Harry Brady Melissa James Randy Birchfield

3. **Motion to Excuse:**

Guest Present: Paul Strack – Michael Baker International
 Patty LeClair Dan LeClair Scott Brogan
 Dennis A. Sokol John Beck Royden Smith
 J.W. Kelley Curt Linder Scott Seitz
 Marcus & Mary Holtz

4. **Approval of Minutes:**

Melissa James made a motion to approve the March 07, 2016 regular meeting minutes. Randy Birchfield seconded. Motion Passed.

5. **Operational and Financial Report:**

Randy Birchfield asked how much does the Authority need for the balance of the grant.

March 2016 Fuel Sales:

AVGas: \$1,561.56	Gallons: 348.56
Jet A: \$ 1.68	Gallons: .48

Approval of March 31, 2016 Financials

Cash in Bank:	\$ 21,611.47
Net Income YTD:	\$ 25,865.90
Total Expenses YTD:	\$ 47,649.55
Net Income/ Loss YTD:	\$(21,783.65)

Approval to Pay Invoices: \$19,796.30

Melissa James made a motion to approve March 2016 Financials. Randy Birchfield seconded. Motion Passed.

6. **Old Business:**

Volunteer Insurance: Volunteers are covered up to \$1,000 for medical payments. Volunteers covered only while performing duties related to the conduct of the airport.

Need list of approved volunteers. Need Volunteer Worker Policy.

7. **New Business:**

Paul Strack – Michael Baker International

ODOT grant due May 1st with a 5% match. Decisions are made June – July; Grant Announced July – August.

Apron in front of Commercial hanger has deteriorated too far for sealing. FAA could pay for design fees with 10% match. ODOT grant could pay for construction.

Estimated \$130,000 to move taxiway. New taxiway, would remove old taxiway. Discussion was that it would be a hardship for the sprayer. Could a jog be put into the old taxiway during design phase.

Airport will need about \$10,000 for match for runway completion.

Wildlife study will only take about 3 days and results in about month.

Dennis Sokol asked if wildlife person is certified by the FAA. That is not required.

Dan LeClair asked about the grant to remove obstructions. Removal of obstructions was approved in 2012. Removal can be added but the airport must own the property or have an aviation easement with owner (right of way).

Could changing the approach to 10. Would still take 18 months.

McCreary property part of hazard of flight. Start approach request.

Once study (Master Plan) is completed then talk to land owners.

If area is deemed wetlands, stumps could not be removed, as you cannot disturb the soil.

Private property owners can cut their own trees, if they want.

Night approach part of study. 2A is the best and fastest if owners remove trees.

8. **Board Comments:**

Randy Birchfield thanked Mary for cleaning the office. Marcus for painting the fuel island. Also, John, Royden and Dan for all their help.

Wind tee has been damaged. Went to remove and found electrical system is base, would like to light the tee when repaired. Need estimates on lights; will be discussed at next board meeting. Randy and John will pull the tee and store it until repaired.

Melissa James stated that the farm rent check from the Commissioners should be between 25,000 and 35,000. To complete grant matches it will take the majority of the funds.

Maintenance hangar needs painting, will be quotes for paint. Roof of Commercial building needs work completed.

Asked if Dan LeClair advertised the Fly In Poker Run. Dan said yes and someone will be at the Airport from 10 am – 3 pm that day.

Harry Brady stated that the Airport needs to lease land as much as possible. Also, thanks everyone who has helped with all the work. The Board appreciates all the assistance received.

Wants to set the grills and picnic tables. Once runway is completed Board will host a Thank You cookout.

Melissa James stated we need to invite the public and have a ribbon cutting ceremony.

Harry Brady stated he has received positive comments about the work being done at the Aiport.

Paul Strack stated that the FAA 2nd Quarter report due April 30, 2016 will be submitted. Signatures are no longer required prior to submission.

Asked for Board approval of invoice to be submitted to FAA for \$2605.00 with local match of \$260.00. Melissa James moved to approve invoice. Randy Birchfield seconded. Motion Passed.

9. **Public Comments:**

Dan LeClair asked about 18B study for entire Airport including obstructions and wetlands. Will be completed with the Master Plan.

J.W. Kelley asked if Soil and Water can clean out the ditches, charges may be involved. Removal of brush piles needs completed.

10. **Adjourned:**

Melissa James moved to adjourn. Randy Birchfield seconded. Motion Passed.

Respectfully Submitted,

Linda Vaughn

Board Approval,

Harry Brady
President

Approved: _____

Huron County Airport Authority
Balance Sheet
As of April 30, 2016

8:52 AM
05/04/2016
Cash
Basis
Apr 30, 16

ASSETS

Current Assets

Checking/Savings

Civista 23825 34,749.77

Total Checking/Savings 34,749.77

Accounts Receivable

Accounts Receivable -165.00

Total Accounts Receivable -165.00

Total Current Assets 34,584.77

TOTAL ASSETS 34,584.77

LIABILITIES & EQUITY

Equity

Opening Balance Equity 40,822.82

Retained Earnings 2,572.30

Net Income -8,810.35

Total Equity 34,584.77

TOTAL LIABILITIES & EQUITY 34,584.77

Huron County Airport Authority

Profit & Loss Month YTD

March through April 2016

8:51 AM

05/04/2016

Cash

Basis

	Mar - Apr 16	Jan - Apr 16
Ordinary Income/Expense		
Income		
Commercial Office Rent	1,600.00	1,600.00
FAA Grant	2,345.00	2,345.00
Farm Rent	23,147.50	33,730.38
Fuel Sales	4,379.64	5,923.29
Hangar Rent	7,221.50	12,193.00
Utilities Reimbursement	920.00	2,670.15
Total Income	39,613.64	58,461.82
Expense		
Consultant Fee	0.00	1,824.00
Credit Card Processing	105.65	143.20
FAA Grant Expense	0.00	16,411.00
Fuel Purchased		
100 AVGas	11,105.89	19,801.97
Jet-A	1,767.66	1,767.66
Unleaded	50.00	200.00
Total Fuel Purchased	12,923.55	21,769.63
Insurance Expense	353.00	353.00
Maintenance	1,794.17	1,919.17
Mowing	2,600.00	2,600.00
Office Expense		
Office Supplies	40.00	164.87
Postage	47.00	62.93
Total Office Expense	87.00	227.80
Ohio EPA Reporting	1,600.00	2,400.00
Permits	150.00	150.00
Propane	657.18	1,058.93
Property Taxes	0.00	6,819.66
Repairs and Maintenance	457.25	457.25
Sales Tax		
Sales Tax Discount	-2.94	-3.90
Sales Tax - Other	156.67	285.68
Total Sales Tax	153.73	281.78
Secretary / Treasurer	150.00	300.00
Service Agreements	595.00	595.00
Snow Removal	0.00	2,600.00

Supplies	244.30	363.21
Utilities		
Electric	3,250.12	6,135.90
Telephone Expense	235.32	466.06
Water	<u>161.08</u>	<u>319.58</u>
Total Utilities	3,646.52	6,921.54
Website Expense	<u>77.00</u>	<u>77.00</u>
Total Expense	<u>25,594.35</u>	<u>67,272.17</u>
Net Ordinary Income	<u>14,019.29</u>	<u>-8,810.35</u>
Net Income	<u><u>14,019.29</u></u>	<u><u>-8,810.35</u></u>

Huron County Airport Authority

Date: 05/05/2016 Invoice Approval for 05/09/2016

Business Name	Invoice Date	Amount	Purchase	Check #
Beck, John	5/5/2016	125.00	Maintenance Retainer - April	EFT
Frontier	4/28/2016	115.77	04/28/2016 - 05/27/2016	
Goff, Marshall	5/5/2016	800.00	EPA Testing - April	
Huron County Chamber	5/5/2016	55.70	Copies / Overnight Grant	
Northern Ohio Rural Water	4/27/2016	79.25	Water 03/11/2016 - 04/12/2016	
Norwalk Ace	4/29/2016	80.13	Paint / Brushes / Trash Bags / Weed Killer	EFT
City of Norwalk	4/15/2016	55.00	Laboratory Analysis	
Ohio Business Gateway	5/2/2016	202.66	Sales Tax - April	
Ohio Edison	4/29/2016	1,361.06		
Sexton, Zack	5/5/2016	1,300.00	Grounds - May	
Sexton, Zack	5/5/2016	75.00	Gas	EFT
State of Ohio UST Fund	5/5/2016	1,200.00	Annual Fee	
Tusing Builders	4/25/2016	511.51	Roof Repair 02/11 - 02/24 - 03/28/2016	
Vaughn, Linda		75.00	Secretary / Treasurer - April	
		<u>6,036.08</u>		